

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2015

Zoo Records Retention Schedule

See also the [General Records Retention Schedule](#).

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmfg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

A Note about Electronic Records

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods

and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

Zoo Records Retention Schedule

See also the [General Records Retention Schedule](#).

145.001

Animal Accession Logs

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Primary record of all animal accessions and entry into the animal collection.

May include: the individual specimen's accession number, common name, sex, type of transaction and date of accession into the animal collection.

Permanent

Archive

08/24/2005

145.024

Animal Activity Approval Form

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Animal Enrichment Proposal Form; Animal Training Proposal Form

Documents approval or denial of proposed activities with an individual animal or species.

May contain signatures of curators, zoological managers, veterinarians, or nutritionists; specific activity or object to be provided, dates, amendments.

Permanent

Archive

08/25/2015

145.002

Animal Diagnostic Records

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Documents research study activities as well as the service and products provided by the St. Louis Zoo's Endocrine Research Lab. Also used for animal management. Example: fecal analysis or ultrasound would be used to confirm an animal's pregnancy.

May include: diagnostic records such as fecal analysis results, ultrasounds, semen sample results.

Retain for life of animal or until transfer

This entry specific to the St. Louis Zoo.

08/24/2005

145.019

Animal Diet Records

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Current diet records are used routinely to prepare daily animal diets. Historical and current diet records are used as a basis for ongoing nutritional research, routine studies, and as a reference for medical treatments. Diet records are produced and posted upon their initial evaluation and then reviewed and summarized annually.

May include: diet notebooks that document food items and corresponding amounts given to individual animals during their time in the collection. May also include original diet information and any modifications such as alterations in the amounts or ingredients that may occur during the animal's time in the collection.

Permanent

Archive

This entry specific to the Saint Louis Zoo.

08/24/2006

145.003

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Animal Medical Records

Documents the animal's medical history; reference for treatments, medical evaluations, transfer recommendations, and animal management decision making.

May include: medical reports; diagnostic tests results; daily medical log entries; anesthesia records; prescriptions, clinical pathology data (blood work and culture results); pathology records and histopathology results; culture reports; and parasitology records. May also include: preventive medicine program events such as vaccinations, testing, quarantine, and examination procedures.

Permanent

Archive

08/24/2005

145.004

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Animal Observation Reports

Animal Keeper Dailies

Documents animal keeper observations of individual animal behaviors, significant collection events and assists keepers in tracking animal histories. Supports animal management decision-making, documents the day-to-day care of the animal collection and provides the raw data for completing the Registrar's Daily and Weekly reports.

May include: observations of animal behaviors, breeding, enclosure transfers, identification and medical procedures and general collection activity (acquisitions, deacquisitions, deaths and births).

Entry obsolete, see 145.023 Institutional Animal Documentation

08/24/2005; Revised 08/25/2015

145.005

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Animal Research Data

Documents the data collection and analysis phase of scientific studies.

May include: raw data (initial recorded observations); endocrine records (tests such as hormone concentrations); behavior records (approach, leave, groom, nurse); and summary information (compilation of raw data) and statistical analysis (study results). These records exist in multiple formats that may contain text and images such as ultrasounds and GIS

Permanent

Archive

08/24/2005

145.006

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Animal Research Results - Non-published

Provides diagnostic information for day-to-day animal care and husbandry.

Includes non-published results for internal use, e.g. graphs of hormones for monitoring pregnancy.

10 years

Destroy

08/24/2005

145.007

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Animal Research Results - Published

Results of animal research projects.

Includes publications in the form of journal articles, books, book chapters, official governmental reports or submitted papers.

Permanent

Archive

08/24/2005

145.008*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Animal Transaction Files**

Necessary documentation for shipping animals. Also provides essential administrative and legal documentation.

May include: domestic or international health certificates; transactional permits; loan and/or transaction agreements; invoices; specimen reports; airline airway bills; animal hauler and/or Customs broker or freight forwarder contracts and invoices; and request to purchase documents.

Permanent

Archive. Microfilm for preservation.

08/24/2005

145.009*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Annual Inventory of Animals**

Animal Census

An enumeration and summary of animal collection activity for one calendar year.

May include: scientific and common name of all species in the collection and subsequent births, deaths, acquisition and de-acquisitions for each species occurring during the calendar year. Includes a summary of total number of species and specimens on loan to other institutions.

Permanent

Archive

08/24/2005

145.010*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Anti-venom import permits**

Documents authorization provided by U.S. Department of Agriculture, APHIS (Animal Plant Health Inspection Service) to import various anti-venom compounds.

May include: permits, correspondence and shipping records.

5 years

Destroy

08/24/2005

145.011*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Audio Visual Materials**

Supports and provides documentation of administrative history of the zoo.

May include: motion picture film, video tape and phonographic and audio tape of zoo history, events, presentations, and speeches.

Evaluate for historical purposes.

Archive those records deemed to have historical value; destroy all others.

08/24/2005

145.012*Also Called:**Function:**Content:**Minimum Retention:**Disposition:**Note:**Approval Date:***Daily Gate Reports**

Documents the number of visitors that pass through various zoo entrances daily. Used for trending and forecasting.

May include: gate attendance report data showing number of visitors, parking demand, weather observations for that day.

5 years

Destroy

08/24/2005

145.013

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Incident Reports

Documents all security related occurrences in a report that address any serious injury, accident or theft on zoo property.

May include: type of incident, date & time of incident, date & time reported, location of incident, person reporting, home address, home phone, victim's name, age, sex, home address, home phone, parent/guardian (if juvenile) and their home address & phone, witnesses and their home address & phone, vehicle make, year, license, driver name, home phone, insurance co, insurance co phone, description of incident, policy report confirmation, ranger reporting and ranger supervisor.

7 years

Destroy securely

08/24/2005

145.023

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Institutional Animal Documentation

Animal Recordkeeping Database; Zoological Information Systems (ZIMS)

Documents core pedigree and transaction type data for live animal collection.

May include acquisitions, dispositions, births, hatches, deaths, identifiers, training, enrichment and husbandry information.

Permanent

Archive

Includes all information former gathered under 145.004 Animal Observation Reports.

08/25/2015

145.020

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Nutrition Animal Research Data

Documents the data collection and analysis phase of scientific nutritional studies.

May include: raw data (initial recorded observations), statistical analysis (study results) or lab analysis such as vitamin, mineral or other nutrient concentrations in foods or body tissue.

May also include behavioral data such as an animal's feed intake, selectivity and/or palatability and summary information (compilation of raw data).

Permanent

Archive

This entry specific to the Saint Louis Zoo.

08/24/2006

145.018

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Nutrition Diagnostic Records

Documents research study activities and routine health assessments performed on individual animals as needed for routine management and for investigative projects. Example: fecal analysis is used to confirm food digestibility in individual animals. Summaries are produced as needed for treatment plans or to conclude specific studies.

May include: diagnostic records such as fecal analysis or circulating nutrient concentrations (results of blood work or tissue assays used to determine vitamin levels, fatty acids, mineral content, amino acids). Physical evaluations such as body condition scores or pigmentation scales. May also include written reports of diagnostic tests that summarize concentrations of nutrients, numerical body condition scores, visual color pigment scores and include recommendations for diet modification.

Permanent

Archive

This entry specific to the Saint Louis Zoo.

08/24/2006

145.021

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Nutrition Research Sample Index

As an index, these records document previous nutritional analysis, serve as a reference for current studies, and provide a comprehensive list of biological samples that are preserved and available for future research.

May include: a historical listing of biological samples such as tissue, blood or feedstuffs like pellets, leaves, meat, fish or fruits currently held and used for nutritional studies. May also include a description of the species, the date and type of samples collected, how they were prepared and preserved, and the amount of sample remaining for future studies.

Permanent

Archive

This entry specific to the Saint Louis Zoo.

08/24/2006

145.014

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Registrar's Daily and Weekly Reports

Prepared by animal keepers. Documents collection activity and supports the annual animal census.

May include: animal births, deaths, acquisitions and de-acquisitions. May also contain sexing, banding, weight and transfer information.

Permanent

Archive

08/24/2005

145.015

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Registration Forms

Records program attendance. Used to develop sales projections.

May include: participants name; birthday, gender, grade, address, phone number, zoo membership number, claims release, medical consent, program code and method of

3 years

Destroy

08/24/2005

145.016

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Specimen Record

Feed Card

Documents the animal's feeding history, medical treatments and reproductive behaviors.

May include: daily feeding activity, shedding, reproductive behaviors, medical treatments and weight history.

3 years

Destroy

08/24/2005

145.022

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Water Quality Report Records

Documents water quality in marine mammal exhibits

Chlorine level, PH and water temperature of the pool, as well as bacteriological analysis

1 year

Destroy

9 CFR 3.106 requires this test be retained for one year. This record may need to be retained for up to 5 years for accreditation reasons

08/24/2010

145.017

Also Called:

Function:

Content:

Minimum Retention:

Disposition:

Note:

Approval Date:

Wildlife Permit Files

Documents the legal acquisition or de-acquisition of animals; facilitates future applications; supports reporting requirements and facilitates the day-to-day business operations.

May Include: original permits issued to import, export, transport and exhibit wildlife regulated by local, state or federal agencies. Original permits denote the issuance and expiration dates and reporting requirements of the authorized activity as well as permittees. Also contains the official record copy of all annual or transaction reports required by the various permits and related correspondence.

Permanent

Archive. Microfilm for preservation.

08/24/2005